

## Signature Card to Draw Microfile Records

Name of Requester:	Rank:	User ID (For Pers-312 Use Only)	Room No:	Telephone Number:
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**THE INDIVIDUAL NAMED ABOVE IS AUTHORIZED TO DRAW FICHE ONLY OF THE CATEGORIES  
AND UNDER THE CONDITIONS INDICATED BY A CHECK BELOW**

1. OFFICER FICHE TYPES:

- |   |   |
|---|---|
| <input type="checkbox"/> 1-FITNESS & AWARDS | <input type="checkbox"/> 4-ORDERS                 |
| <input type="checkbox"/> 2-SERVICE HISTORY  | <input type="checkbox"/> 5-PRIVILEGED INFORMATION |
| <input type="checkbox"/> 3-PERSONAL DATA    | <input type="checkbox"/> 6-ENLISTED RECORD        |

2. ENLISTED FICHE TYPES

- |   |
|---|
| <input type="checkbox"/> 1-SERVICE HISTORY  |
| <input type="checkbox"/> 2-PERFORMANCE      |
| <input type="checkbox"/> 3-PERSONAL DATA    |
| <input type="checkbox"/> 4-CLOSE-OUT RECORD |

I hereby certify that I have read and understand BUPERSINST 5000.27 (ADMINMAN) Article 4160. Unless exempted by Pers-312, I agree to return all fiche within 3 weeks after date of withdrawl. I further agree that I will only check out records for the performance of my official duties as stated in justification on NAVPERS 1070/856 (Rev 3-85).

Signature of Requester:	Pers-312 Approval:	Signature:
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